

# Certificate of Completion

*This is to Certify that*

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*Achieved the performance levels as indicated  
in the Missouri Competency Profile for*

***Business Technology***

*and therefore receives recognition for completion*

*This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_*

*at \_\_\_\_\_ School, \_\_\_\_\_, Missouri*

Instructor

Administrator

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## Business Technology

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Directions: Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.

Rating Scale:     **3 Mastered** – can work independently with no supervision  
                         **2 Requires Supervision** – can perform job completely with limited supervision  
                         **1 Not Mastered** – requires instruction and close supervision  
                         **N No Exposure** – no experience or knowledge in this area

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3	2	1	N	
				Explore Careers in Business
				Prepare for Employment
				Develop Career Management Strategies
				Communicate Effectively
				Use Business Equipment
				Demonstrate Proper Workplace Behaviors
				Apply Business Administrative Skills
				Apply Technology to Business Applications
				Use the Internet as a Business Tool
				Demonstrate Entrepreneurial Awareness

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Student ratings on specific competencies evaluated during the program are available upon the student's written request. Parent's or guardian's signature is necessary if the student is under 18 years of age.